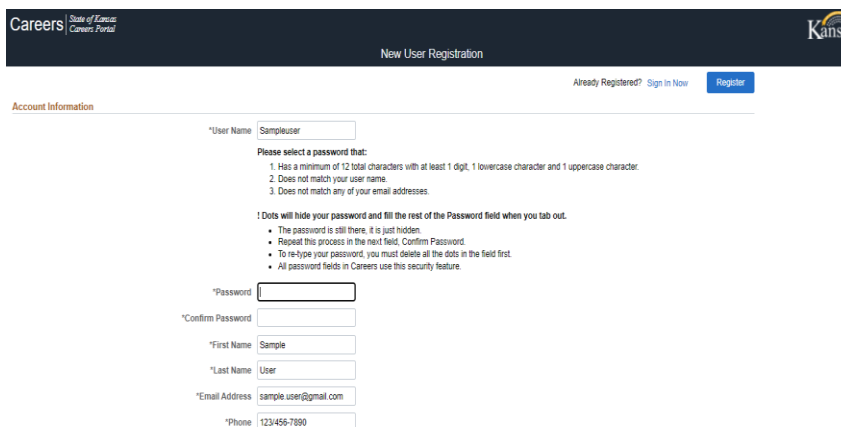# Create an Account – State of Kansas Careers portal

The first step to apply for State of Kansas jobs from the State Employment Center Careers portal is to register as a new user. Once you have created an account, you may sign in with your user name and password to begin applying for jobs.

1. Access the State Employment Center Careers portal at: http://jobs.ks.gov
2. Click on the '**Click here to Search and Apply for Jobs'** link
3. Click the **New User** link
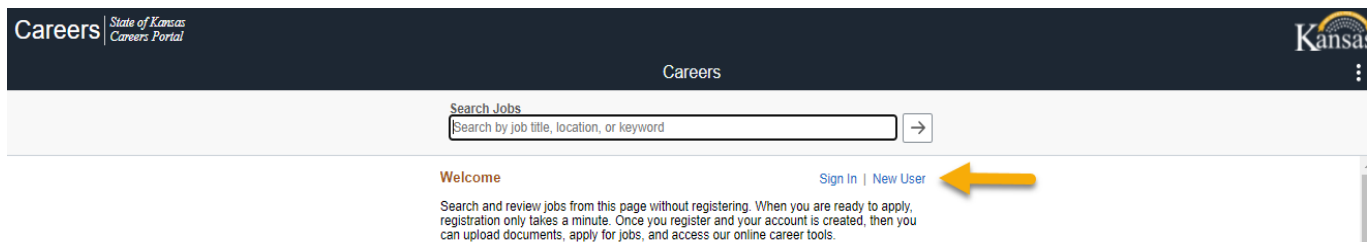
4. Enter Account Information – Password entered must meet the specified criteria. The name you enter in the first and last name fields should be entered to match your legal name as written on your Social Security card.

TIP: Fill out the required fields marked with an *.

5. Enter Contact Information

Address Information

*Country	United States		
*Address 1	9876 Test Road		
Address 2			
Address 3			
*City	Anywhere	*State	Kansas
*Postal	66605	County	Shawnee

6. Click in the **Secret Question** field and select a question from the list and enter your answer. This will allow you to reset your account in the event you have forgotten your user name and/or password.

Secret Question for Forgot Password

*Secret Question	What is your favorite food?
*Answer	Nachos

7. Read Terms and Conditions and click the Checkbox next to '**I agree to the Terms and Conditions**.'

View Terms and Conditions

☑ I agree to the Terms and Conditions

8. Click **Register**

Careers | State of Kansas Careers Portal

Kansa

New User Registration

Already Registered? Sign In Now   Register

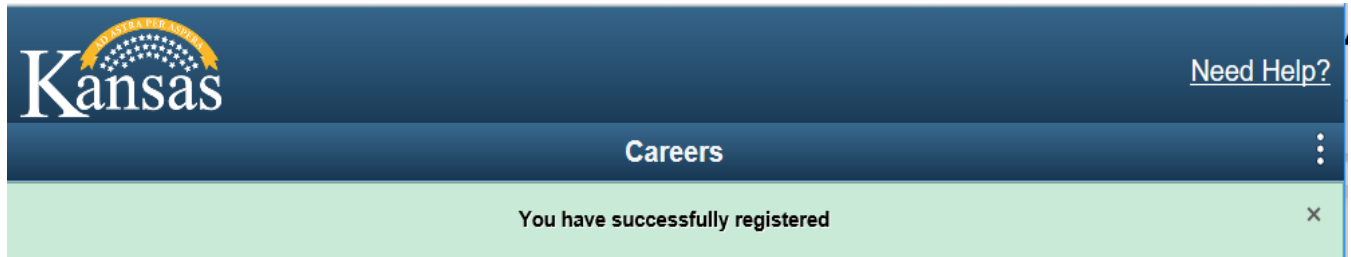**Account Information**

*User Name   Sampleuser

Please select a password that:
1. Has a minimum of 12 total characters with at least 1 digit, 1 lowercase character and 1 uppercase character.
2. Does not match your user name.
3. Does not match any of your email addresses.

! Dots will hide your password and fill the rest of the Password field when you tab out.
- The password is still there, it is just hidden.
- Repeat this process in the next field, Confirm Password.
- To re-type your password, you must delete all the dots in the field first.

Once you click Register, you will receive a message saying you have successfully registered as an applicant. You may now begin using features of the Careers portal that require registration.

You will also receive a registration confirmation email at the email address you entered in the Account Information section.

FROM: KSJOBS_noreply@ks.gov

TO: sample.user@gmail.com

Note: This is an automated message from the State of Kansas Employment Center & Careers portal. Do not reply to this email as messages are not monitored.

Dear Sample User,

Thank you for registering on our Careers portal, where you can view current jobs and submit applications. The Kansas Employment Center (www.jobs.ks.gov) has step-by-step instructional guides to assist with the process, important system messages, and the link to sign into the Careers portal.
**For assistance with job postings and applications, please contact the Recruiter listed on the Job Posting Description page. When you are applying for a job, write down the Job ID, Agency Name, Recruiter Name, and Contact Information. Once the job closes, you will no longer be able to see the recruiter's name or contact number.

Your User Name is Sampleuser.
**If you forget your password, return to our Careers portal and use the Forgot Password link.
**For assistance with your account (user names and passwords), please contact the Help Desk:
Kansas Service Desk: 785-368-8000, Select Option 5.
Hours: Monday-Friday, 8:00am-4:30pm

Your primary email address is sample.user@gmail.com.
**To change your email address, sign in to the Careers portal and update it on the My Account Information page.

Thank you for your interest in working with the State of Kansas.

TIP: Once registered, you can update your preferred method for being contacted by navigating to **My Account Information** and selecting your preferred contact method. Options include Email, Mail, Not Specified and Phone.

Look at the Apply for a Job through the Careers portal job aid for step-by-step instructions on how to apply for a job.